



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Administration Division

Sub-Section:

TITLE: Applications for Licensure

CUTOFF: End Of Calendar Year

DESCRIPTION: Records required for licensing as one of the following: individual and business entity insurance producer, bail bond agent, general bail bond agent, surety recovery agent, general bail bond corporation, public adjuster, public solicitor, public adjuster corporation, surplus lines producer, motor vehicle extended service contract producer and business entity producer, individual navigator, navigator entity, limited lines self-service storage insurance producer, organizational credit business entity producer, and portable electronics vendor. Forms are completed by the individual or business entity and submitted to the Department of Insurance, Financial Institutions and Professional Registration. Records created and kept per 374.070 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Licenses are renewed every two years.

DISPOSITION ACTION: Destroy

SERIES: 22686

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Bail Bond Continuing Education Information

CUTOFF: EOY

DESCRIPTION: Documents that demonstrate bail bond agents' completion of required continuing education by an approved provider. Records include, but are not limited to, continuing education course provider applications and approvals. Records created per 374.784 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23230

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Administration Division

Sub-Section:

TITLE: Bail Bond Licensing Exam Results

CUTOFF: EOCY

DESCRIPTION: Results of the required examination given by the Department of Insurance, Financial Institutions and Professional Registration to potential bail bond agents. Records created per 374.783 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22690

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Bail Bond Pre-Licensing Education Information

CUTOFF: EOCY

DESCRIPTION: Records include, but are not limited to, documentation that bail bond agents have completed the required 24 hours of pre-licensing education. Records created per 374.784 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22689

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Change of Relationship Status Forms

CUTOFF: EOCY

DESCRIPTION: Records documenting the addition or removal of business relationships between organizational producers, bail bond agents, or navigators and their respective business entities. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22687

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Administration Division

Sub-Section:

TITLE: Change of Status Forms

CUTOFF:EOCY

DESCRIPTION: Forms sent by licensees notifying the Department of Insurance, Financial Institutions and Professional Registration of a change of name, address, structure, officer or owner, or designated responsible person. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23227

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: License Cancellation or Surrender Correspondence

CUTOFF:EOCY

DESCRIPTION: Correspondence submitted by a licensee stating they no longer wish to be licensed in the State of Missouri. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23228

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: License Certification and Clearance Requests

CUTOFF:EOCY

DESCRIPTION: Records include written requests from a Missouri licensee for verification from the Department of Insurance, Financial Institutions and Professional Registration of the current status of their license. A certification letter is issued for those who hold a current Missouri license, while a clearance letter is issued for those who have an inactive Missouri license. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22688

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Administration Division

Sub-Section:

TITLE: License Renewal Forms

CUTOFF: End Of Calendar Year

DESCRIPTION: Records required for renewal of licensing as one of the following: individual and business entity insurance producer, bail bond agent, general bail bond agent, surety recovery agent, general bail bond corporation, public adjuster, public solicitor, public adjuster corporation, surplus lines producer, motor vehicle extended service contract producer and business entity producer, individual navigator, navigator entity, limited lines self-service storage insurance producer, organizational credit business entity producer, and portable electronics vendor. These forms are completed by the individual or business entity and submitted to the Department of Insurance, Financial Institutions and Professional Registration. Records created and kept per 374.070 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23229

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Registration Forms for Service Contract Providers

CUTOFF: EOCY

DESCRIPTION: Forms received by the Department of Insurance, Financial Institutions and Professional Registration from service contract providers applying for registration in the State of Missouri. Records include, but are not limited to, vehicle protection product applications, life care annual statements, rating organization applications, and purchasing group registrations. Records created per 385.200 RSMo. kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24077

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Administration Division

Sub-Section:

TITLE: Utilization Review Agent Registration Forms

CUTOFF: End Of Calendar Year

DESCRIPTION: Applications for, or annual renewal of, Certificates of Registration for Utilization Review Agents in the State of Missouri. Records created per 374.500--374.515 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24506

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018
